Australian Executor Trustees

AET My Portfolio
Online trading user guide

The online trading system allows you to place a buy or sell order for a client for one or multiple ASX listed investments.

There are four key components to a buy or sell order:

1 Client search
2 Buy ASX equity / Sell ASX equity
3 Confirm order
4 Receipt

How to complete a buy order

After logging into AET My Portfolio select 'Online trading' from the left hand menu bar, then 'Buy'.

1. Client search

Search for, and select, or input the client details and click 'Next'.

2. Buy ASX equity

The 'Buy ASX equity' screen will be displayed and two cash balances will appear:

Current cash balance:
the current live cash available in the client's account.

Available cash balance:
the current live cash balance **less** any pending online purchase orders that have not been processed to the client's account.

A buy order can only be created if there is sufficient 'Available' cash to cover the order.

To place a buy order, simply enter the investment name or ASX code in the *'Search for investments by name or ASX code here…'* field and select the investment you would like to buy.

The system will default the order type to 'At Market' but you can click the down arrow to select 'At Limit' if required. If you select 'At limit', enter the applicable price, noting the price limit must be within 25 per cent of the 'At market' price displayed.

Tab to, or click, the 'Units' column and enter the number of units you would like to purchase.

Once entered, the 'Order value', 'Brokerage' and 'Gross order value' fields will calculate automatically.

Repeat the process for all investments you would like to buy.

Orders created in this screen may be edited or deleted. To edit the order, click in the relevant field and update the information. To delete an order, click the icon.

Buy validations

The system will validate all buy orders. If an order has breached a validation, an error message will be displayed, detailing the breach. All validation errors must be corrected before you can proceed.

When all buy orders have been created and any validation errors corrected, click 'Next'.

Please note: The investment strategy is not validated for online orders for the Private Super Fund.

3. Confirm order

The details of the orders created will be displayed for checking and review. The 'Confirm order' screen is a review screen only. Order details can only be edited from the 'Buy ASX equity' screen.

If order details are not correct, click 'Back' to edit.

If order details are correct, click 'Submit'. You will be prompted for your password. Enter your AET My Portfolio password and click 'Confirm'.

4. Receipt

When the order has been successfully submitted, the order details will be summarised on the 'Receipt' screen and an Order ID will be allocated. You will be able to print or save these details and use them to track the order through the 'Order monitor' screen.

How to complete a sell order

After logging into AET My Portfolio select 'Online trading' from the left hand menu, then 'Sell'.

1. Client Search

Search for, and select, or input the client details and click 'Next'.

2. Sell ASX equity

The client's listed investments that are available to be sold (pursuant to the site's terms and conditions) will be displayed. Listed investments that are currently not tradeable due to a trading halt, suspension etc, will appear 'greyed out', indicating that these investments are not available to trade. A pop up message will appear when you hover over the ASX code.

To place a sell order, select an investment (using the scroll bar if required). The default order type is 'At Market'. Use the drop down box to select 'At limit' if applicable and enter the price, noting the price limit must be within 25 per cent of the current market price displayed. Enter the number of units to be sold in the 'Units' column. Alternatively, if the entire holding is to be sold, click in the 'Sell All' column. The 'Units' column will be updated with the 'Available balance' amount and the 'Order value', 'Brokerage' and 'Gross order value' fields will calculate automatically.

Repeat the process for all sell orders required. Orders created in this screen may be edited or deleted. To edit an order, click in the relevant field and update the information. To delete an order click in the Units' field and change value to 0.

Sell validations

The system will validate all sell orders. If an order has breached a validation, the system will display an error message detailing the breach. All validation errors must be corrected before you can proceed.

When all sell orders have been created and any validation errors corrected, click 'Next'.

3. Confirm order

The 'Confirm order' screen allows you to review your order. Please check all details. If the order details are not correct, click 'Back'. You can only edit the order details in the 'Sell ASX equity' screen.

If all order details are correct, click 'Submit'. You will be prompted for your password. Enter your AET My Portfolio password and click 'Confirm'.

4. Receipt

When the order has been successfully submitted, the order details will be summarised on the 'Receipt' screen and an Order ID will be allocated. You will be able to print or save these details and use them to track the order through the 'Order monitor' screen.

If you have any questions, please contact your BDM or call the client services team on 1800 254 180.